

# Retention and Classification Report

**Agency:** Kanosh (Utah) (567)

Kanosh Town Hall  
P.O. Box 9  
Kanosh, UT 84637  
435 759-2415

## **Records Officer**

85101	Building plans, nonresidential
28287	Cemetery records
11559	Disbursement record book
25207	Publications
11560	Receipt record book

**AGENCY:** Kanosh (Utah)

**SERIES:** 85101

3

**TITLE:** Building plans, nonresidential

**DATES:** undated

**ARRANGEMENT:** Numerical by permit number.

**DESCRIPTION:**

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, apartment structures. The complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed by the contractor in completing work as well as temporary facilities, job cleanup, security, time limits, deadlines, and the responsibilities of the architect, owner, and contractor. They are used for determining and enforcing building code compliance.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 6, Item 14.

**AUTHORIZED:** 05/22/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

**AGENCY:** Kanosh (Utah)

**SERIES:** 28287

3

**TITLE:** Cemetery records

**DATES:** ca. 1867-

**ARRANGEMENT:** Alphabetical by name and plot.

**DESCRIPTION:**

This series contains records of burials and plot ownership in the cemetery. It includes a map showing the cemetery layout, a list of burials, maps showing burial locations, and maps showing plot ownership. The burial list includes name of the deceased, burial location, and sometimes birth and death dates. The list is a computer printout with addition information handwritten on the pages. The source of the information in the records is unclear and information on older burials likely came from headstone surveys and other secondary sources. These books or files contain the exact location of all persons buried in the cemetery. They include plot, lot, grave location, and lot ownership record.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 43.

**AUTHORIZED:** 09/11/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

This series has permanent administrative, legal, and historical value as documentation of burials, ownership, and layout in the cemetery.

**AGENCY:** Kanosh (Utah)

**SERIES:** 28287

**TITLE:** Cemetery records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Kanosh (Utah)

**SERIES:** 11559

3

**TITLE:** Disbursement record book

**DATES:** 1903-1926

**ARRANGEMENT:** chronological

**DESCRIPTION:**

A record of disbursements was kept in this volume. It is labeled "Disbursements A" on the spine. Entries span December 1903 to 9 February 1926. Printed column headings include: date; warrant number; to whom; salaries; court expenses; road supervisor; poor; estrays; inquests; rent; roads, ditches, bridges; justice's court fees; juror's fees civil; witness fees, criminal; books, stationery, printing; light, fuel, etc.; improvements, town hall and lot; insane; interest discount insurance; election expense; incidentals; prisoner's board; and total. Handwritten headings subsequently added include: quarantine, water fund, notary, poll tax, phone, postage, general fund, square fence, membership fee and ordinances, rebate on licenses, freight, stock, burning dead cattle, and fumigating.

**RETENTION:**

Retain permanent. Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**AGENCY:** Kanosh (Utah)

**SERIES:** 11559

**TITLE:** Disbursement record book

(continued)

**APPRAISAL:**

Historical

Disbursement records provide socioeconomic and financial information about early Kanosh.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Kanosh (Utah)

**SERIES:** 25207

3

**TITLE:** Publications

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the city of Kanosh or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

Holdings include: "Engineering Report for Kanosh Area Flood Restoration " (1984) prepared by Sunrise Engineering, Inc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 03/12/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

**AGENCY:** Kanosh (Utah)

**SERIES:** 25207

**TITLE:** Publications

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Kanosh (Utah)

**SERIES:** 11560

3

**TITLE:** Receipt record book

**DATES:** 1903-1926

**ARRANGEMENT:** chronological

**DESCRIPTION:**

A record of receipts was kept in this volume. It is labeled "Receipts A" on the spine. Entries span 24 July 1903 through 1926. Printed column headings include: date, from whom or what source, general license, liquor license, fines, taxes, and total. Handwritten headings subsequently added include: labor credit, cash credit, water labor, water cash, sale of pipe and hyd't, poll tax, ditch tax, stock, city and dog taxes, and cemetery lots.

**RETENTION:**

Retain Permanent. Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Disbursement records provide socioeconomic and financial information about early Kanosh.

**AGENCY:** Kanosh (Utah)

**SERIES:** 11560

**TITLE:** Receipt record book

(continued)

**PRIMARY CLASSIFICATION:**

Public